

IT Professional Technical Services

SITE Program

T#:14ATM

Request for Offers (RFO)

For Technology Services

Issued By

MN.IT @Department of Public Safety (DPS)

Project Title: MNLARS Data Conversion Programmers

Category: Developer/Programmer

Definition of Acronyms

DVS – Driver and Vehicle Services

MNLARS - Minnesota Licensing and Registration System

MCSIA - Motor Carrier Safety Improvement Act

NMVTIS - National Motor Vehicle Title Information System

CDLIS - Commercial Driver's License Information System

SSOLV - Social Security Online Verification

PDPS - Problem Driver Pointer System

AAMVA - American Association of Motor Vehicle Administrators

Business Need

MN.IT Services @ DPS is seeking resources for the DVS automated information systems replacement system project. The new system, Minnesota Licensing and Registration System (MNLARS), will allow DVS to meet changing business needs and improve reporting.

If a single developer does not have all the necessary skills, the vendor may propose a team of up to two for each position to meet the requirements of this RFO. Vendors must propose candidate(s) for all three positions listed below.

The goal of the MNLARS project is to improve system operability, stability, record keeping, security, and customer service for the Minnesota driver's license and motor vehicle registration systems.

Outcomes included in this MNLARS project work will be:

- Updating interfaces with other state and federal entities, DVS remote locations, subcontractors, law enforcement and the public
- Improving and updating methods of operation when necessary
- Adding additional data to current driver's license and motor vehicle records that will be able to be recorded and retrieved electronically upon demand

The results of these systems operations will be the federally mandated automatic electronic operation of driver's license and motor vehicle record checks for all official DVS sites, and the transmission of data to and from law enforcement, federal agencies, and other states. These functions must be able to be performed in an electronic manner and be verifiable and updated, as required by state and federal legislation.

The contractor staff (contractor) selected and assigned by the MNLARS Project Director for this project will augment existing MNLARS staff that is assigned, and consult on MNLARS projects as directed.

The contractor will interface with the MNLARS staff to work on integrated projects to make modifications and enhancements to existing DVS systems and implement new DVS systems that conform to the overall MNLARS goals. The MNLARS architecture will be consistent with the State of Minnesota Enterprise Technical Architecture.

These staff augmentation position(s) are needed to assist MNLARS project staff. The scope of this work encompasses the design, development, implementation and transition of an integrated Driver's License and Motor Vehicle Registration system. This system will include, among other areas, Driver's License, Driver Compliance, Vehicle Title and Registration, Dealer Licensing, Inventory, and Finance processes. This work will include, but is not limited to, all associated Driver and Vehicle Systems, including any associated subsystems.

Overview of MNLARS staff augmentation position's roles and responsibilities for the positions are as follows:

1. Senior COBOL/CICS Developer – System, Data and Process Migration

The Senior COBOL/CICS developer for data and process migrations will work with MNLARS technical staff leveraging knowledge and experience in federal regulations connected with MCSIA, CDLIS, SSOLV, PDPS and AAMVA's UNI product to ensure compliance and compatibility with MNLARS new system. This includes participating in research, development, status and related MNLARS activities meetings.

He/she will play key role, along with other developers, analysts and Enterprise Architecture team members, with the harvest of data from current DVS legacy systems like but not limited to COBOL, CICS, Supra, DB2 and CICS Web Services and other DVS Federal Regulation compliance business processes and will assist the team to accomplish its goals beyond his/her assigned work.

He/she will work with the MNLARS technical staff and business experts analyze and aid in resolving potential integration problems and technology conflicts, using Root Cause Analysis to correct any operating anomalies in legacy program code as related to proposed system.

This position will require writing and executing test cases, identifying end user support issues related to changes or existing functionality, using test methods adopted by MNLARS and MN.IT@DPS management. He/she will produce documentation as needed and requested MNLARS project director/management for existing system functionality including processes and data models. The documentation will include detailed process flow charts and diagrams outlining capabilities.

2. Senior Systems Developer (SSD Resource-1) – System, Data and Process Migration

The Senior Systems Developer will report work with MNLARS business and technical staff to harvest data from DVS legacy systems which will include data from COBOL, CICS, Supra, DB2 and CICS Web Services. This will include evaluating legacy system code for possible migrations which could include production code recently deployed for the MCSIA compliance project and where appropriate create a plan & process to migrate that code to MNLARS. Must have experience with the use of Root Cause analysis to discover & correct operating anomalies in legacy code. This systems developer will need to have knowledge and experience with MCSIA, CDLIS (4.0+), SSOLV, PDPS federal regulations as well as the AAMVA's UNI product, to ensure compliance and compatibility with the new MNLARS system. The position will require documenting existing functionality, processes and data, analyzing and assisting in resolving potential integration problems or technology issues. The Senior Systems Developer will also extract, transform and cleanse legacy data. The Senior Systems Developer will load the data to a staging database, migrate the data from the staging database to the MNLARS database. The Senior Systems Developer will reconcile data extracted to data loaded, accounting for transformation and cleansing. The Senior Systems Developer will test the migrations and provide migration reports. If necessary, The Senior Systems Developer will synchronize legacy systems data with MNLARS data.

3. Senior Systems Developer (SSD Resource-2) – System, Data and Process Migration

The Senior Systems Developer will report work with MNLARS business and technical staff to harvest data from DVS legacy systems which will include data from COBOL, CICS, Supra, DB2 and CICS Web Services. This will include evaluating legacy system code for possible migrations which could include production code recently deployed for the MCSIA compliance project and where appropriate create a plan & process to migrate that code to MNLARS. Must have experience with the use of Root Cause analysis to discover & correct operating anomalies in legacy code. This systems developer will need to have knowledge and experience with MCSIA, CDLIS (4.0+), SSOLV, PDPS federal regulations as well as the AAMVA's UNI product, to ensure compliance and compatibility with the new MNLARS system. The position will require documenting existing functionality, processes and data, analyzing and assisting in resolving potential integration problems or technology issues. The Senior Systems Developer will also extract, transform and cleanse legacy data. The Senior Systems Developer will load the data to a staging database, migrate the data from the staging database to the MNLARS database. The Senior Systems Developer will reconcile data extracted to data loaded, accounting for transformation and cleansing. The Senior Systems Developer will test the migrations and provide migration reports. If necessary, The Senior Systems Developer will synchronize legacy systems data with MNLARS data.

Deliverables

The purpose of this RFO is to select individuals who will augment existing MNLARS staff and consult on MNLARS project as directed.

The individuals will work closely with MNLARS staff to work on assigned work efforts to make modifications and enhancements to existing DVS systems and implement new DVS systems that conform to the overall MNLARS goals.

The MNLARS project has a Project Plan and follows best practices for each type of work effort.

Tasks and deliverables for the MNLARS staff augmentation positions include:

1. Senior COBOL/CICS Developer – System, Data and Process Migration will:

- Leverage detailed knowledge of and experience with the following federal regulations: MCSIA, CDLIS (4.0+), SSOLV, PDPS to ensure compliance and compatibility with the new MNLARS system.
- Leverage detailed knowledge of AAMVA's UNI product to ensure compliance and compatibility with the new MNLARS system.
- Harvest data from DVS legacy systems in support of MNLARS System Data Migration project, sourcing data from COBOL, CICS, Supra, DB2 and CICS Web Services.
- Identify existing DVS business processes that can be migrated to the new MNLARS system, particularly in areas of federal regulation compliance.
- Evaluate legacy system code for possible migration to MNLARS system, for example, production code recently deployed for MCSIA compliance. Plan for the migration of this code to MNLARS and migrate it, where appropriate
- Document existing functionality, processes and data with proficient modeling where such documentation does not exist, as needed and requested for the MNLARS project
- Analyze and aid in resolving potential integration problems and assist MNLARS with resolution of technology issues
- Use Root Cause Analysis to discover and correct any operating anomalies in legacy program code
- Document in detail current DVS business processes and define functional requirements as needed and requested by MNLARS project director/management
- Prepare detailed flow charts and diagrams outlining systems capabilities and processes
- Use qualified test methods and justify the adoption and usage of such test methods to MNLARS and DPS management
- Write and execute test cases for changes or existing functionality, as needed and requested by MNLARS staff
- Identify issues related to MNLARS business end user support
- Participate in development and status meetings as necessary and requested by MNLARS
- Participate in research and related activities for the MNLARS project
- Perform other duties assigned consistent with the MNLARS project

2. Senior Systems Developer (SSD Resource-1) – System, Data and Process Migration will:

- Extract, transform and cleanse legacy data.
- Load the data to a staging database.
- Migrate the data from the staging database to the MNLARS database.
- Reconcile data extracted to data loaded, accounting for transformation and cleansing.
- Test migration.
- Provide migration reports.
- Synchronize legacy systems data with MNLARS data using SSIS.
- Harvest data from DVS legacy systems in support of MNLARS System Data Migration project, sourcing data from COBOL, CICS, Supra, DB2 and CICS Web Services.
- Evaluate legacy system code for possible migration to MNLARS system, for example, production code recently deployed for MCSIA compliance. Plan for the migration of this code to MNLARS and migrate it, where appropriate
- Leverage detailed knowledge of and experience with the following federal regulations: MCSIA, CDLIS (4.0+), SSOLV, PDPS to ensure compliance and compatibility with the new MNLARS system.
- Leverage detailed knowledge of AAMVA's UNI product to ensure compliance and compatibility with the new MNLARS system.
- Document existing functionality, processes and data with proficient modeling where such documentation does not exist, as needed and requested for the MNLARS project
- Analyze and aid in resolving potential integration problems and assist MNLARS with resolution of technology issues
- Use Root Cause Analysis to discover and correct any operating anomalies in legacy program code
- Analyze & evaluate existing and proposed systems
- Prepare detailed flow charts and diagrams outlining systems capabilities and processes
- Write and execute test cases for changes or existing functionality, as needed and requested by MNLARS staff
- Identify issues related to MNLARS business end user support
- Participate in development and status meetings as necessary and requested by MNLARS
- Participate in research and related activities for the MNLARS project
- Perform other duties assigned consistent with the MNLARS project

3. Senior Systems Developer (SSD Resource-2) – System, Data and Process Migration will:

- Extract, transform and cleanse legacy data.
- Load the data to a staging database.
- Migrate the data from the staging database to the MNLARS database.
- Reconcile data extracted to data loaded, accounting for transformation and cleansing.
- Test migration.
- Provide migration reports.
- Synchronize legacy systems data with MNLARS data using SSIS.
- Harvest data from DVS legacy systems in support of MNLARS System Data Migration project, sourcing data from COBOL, CICS, Supra, DB2 and CICS Web Services.
- Evaluate legacy system code for possible migration to MNLARS system, for example, production code recently deployed for MCSIA compliance. Plan for the migration of this code to MNLARS and migrate it, where appropriate
- Leverage detailed knowledge of and experience with the following federal regulations: MCSIA, CDLIS (4.0+), SSOLV, PDPS to ensure compliance and compatibility with the new MNLARS system.
- Leverage detailed knowledge of AAMVA's UNI product to ensure compliance and compatibility with the new MNLARS system.
- Document existing functionality, processes and data with proficient modeling where such documentation does not exist, as needed and requested for the MNLARS project
- Analyze and aid in resolving potential integration problems and assist MNLARS with resolution of technology issues
- Use Root Cause Analysis to discover and correct any operating anomalies in legacy program code
- Analyze & evaluate existing and proposed systems
- Prepare detailed flow charts and diagrams outlining systems capabilities and processes
- Write and execute test cases for changes or existing functionality, as needed and requested by MNLARS staff
- Identify issues related to MNLARS business end user support
- Participate in development and status meetings as necessary and requested by MNLARS
- Participate in research and related activities for the MNLARS project
- Perform other duties assigned consistent with the MNLARS project

Required Skills (to be scored as pass/fail)

Required minimum qualifications:

Proposed candidates must meet the minimum requirements; preference may be given to those that have both the minimum and the preferred qualifications. Proposed candidates must possess excellent written and verbal communication skills. Proposed candidates must also possess excellent interpersonal skills and the ability to interact with both technical and business staff and managers

1. Senior COBOL/CICS Developer – System, Data and Process:

Minimum Qualifications:

- Minimum of 7 years of demonstrable experience required in Systems Analysis.
- Minimum 4 years of experience with the following federal regulations: MCSIA, CDLIS (4.0+), SSOLV, PDPS
- Minimum 4 years of experience with AAMVA's UNI product
- Experience using the following technologies:
 - COBOL Minimum 10 years of experience
 - CICS Minimum 10 years of experience
 - DB2 Minimum 10 years of experience
 - SQL Server Minimum 10 years of experience.
 - Supra. Minimum 10 years of experience.
 - CICS Web Services – Minimum 2 years of experience
- Minimum 10 years of experience on large, enterprise information systems, supporting 5000 or more users..
- Experience with data modeling skills and process modeling skills

Preferred Qualifications:

- Experience migrating motor vehicle systems data, code or business processes.

2. Senior Systems Developer (SSD Resource-1) – System, Data and Process Migration:

Minimum Qualifications:

- Minimum of 7 years of demonstrable experience required in Systems development.
- Demonstrated knowledge of and experience with the following federal regulations: MCSIA, CDLIS (4.0+). Minimum 1 year experience.
- Experience using the following technologies:
 - COBOL. Minimum 7 years
 - JCL. Minimum 7 years
 - Hierarchical databases (e.g. IMS). Minimum 7 years
 - CICS. Minimum 7 years
 - Structured Query Language (SQL). Minimum 5 years
 - DB2. Minimum 5 years
 - SQL Server. Minimum 3 years
 - SSIS (SQL Server Integration Services). Minimum 3 years.
 - Supra Database. Minimum 3 years.
- Demonstrated ability in Root Cause Analysis to discover and correct issues in production systems.
- Experience writing test cases.
- Excellent written and verbal communication skills
- Excellent interpersonal skills and ability to interact with both technical and business staff and managers
- Experience on large, enterprise information systems, supporting 5000 or more users. Minimum 10 years.
- Experience working in government (e.g. State, County, City). Minimum 4 years.
- Experience migrating motor vehicle systems data, code or business processes.

Preferred Qualifications:

- Experience using the following technologies:
 - XML
 - HTML
 - CSS
 - JavaScript
 - Java
 - Websphere MQ.
 - Visual Studio
 - ETL Tools
- Experience in application partitioning, Object-Oriented Development, and/or Service Oriented Architecture (SOA).
- Experience migrating motor vehicle systems data, code or business processes.
- Knowledge of existing MN DPS/DVS systems, data and business processes.

3. Senior Systems Developer (SSD Resource-2) – System, Data and Process Migration:**Minimum Qualifications:**

- Minimum of 7 years of demonstrable experience required in Systems development.
- Demonstrated knowledge of and experience with the following federal regulations: MCSIA, CDLIS (4.0+). Minimum 1 year experience.
- Experience using the following technologies:
 - COBOL. Minimum 7 years of experience.
 - JCL. Minimum 7 years
 - Hierarchical databases (e.g. IMS). Minimum 7 years.
 - CICS. Minimum 10 years.
 - Structured Query Language (SQL). Minimum 5 years.
 - SQL Server. Minimum 3 years.
 - SSIS (SQL Server Integration Services). Minimum 3 years.
 - Supra Database. Minimum 3 years.
- Demonstrated ability in Root Cause Analysis to discover and correct issues in production systems.
- Experience writing test cases.
- Excellent written and verbal communication skills
- Excellent interpersonal skills and ability to interact with both technical and business staff and managers
- Experience on large, enterprise information systems, supporting 5000 or more users. Minimum 10 years.

Preferred Qualifications:

- Experience using the following technologies:
 - XML
 - HTML
 - CSS
 - JavaScript
 - Java
 - Websphere MQ.
 - Visual Studio
 - ETL Tools
- Experience in application partitioning, Object-Oriented Development, and/or Service Oriented Architecture (SOA)
- Experience migrating motor vehicle systems data, code or business processes.

Process Schedule

Deadline for Questions	02/25/2015, 2:00 p.m. CT
Anticipated Posted Response to Questions	02/27/2015, 2:00 p.m. CT
Proposals due	03/03/2015, 2:00 p.m. CT
Anticipated proposal evaluation begins	03/05/2015
Anticipated proposal evaluation & decision	03/12/2015

Questions

Any questions regarding this Request for Offers should be submitted via e-mail according to the date and time listed in the process schedule to:

Name: Patrick Obele
Organization: MN.IT @ Department of Public Safety, MNLARS Project
Email Address: patrick.obele@state.mn.us

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website (<http://mn.gov/buyit/14atm/rfo/active.html>) according to the process schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

The STATE reserves the right to determine if further information is needed to better understand the information presented. This may include a request for a presentation.

RFO Evaluation Process

All responses received will be reviewed by the State. Proposals will first be reviewed for responsiveness to determine if the minimum requirements have been met. Proposals that fail to meet minimum requirements will not advance to the next phase of the evaluation. The State reserves the right, based on the scores of the proposals, to interview a short-listing of candidates who have received the highest scores. In the event interviews are conducted, the State reserves the right to adjust the scores given to the written submissions based on additional information derived during the interview process.

The state reserves the right to seek best and final offers from one or more responders. A 100-point scale will be used to create the final evaluation recommendation.

This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.

Evaluation Factors

The factors and weighting on which proposals will be judged are:

- Capabilities of candidate based on preferred qualifications and background on similar projects (70%)
- Cost (30%)

Contract Term

1. The term of this contract is anticipated to run from approximately March 2, 2015, through February 1, 2016.
2. It is expected that the total number of hours per year will not exceed 2088 for each of the selected roles, and may be less depending on the work assigned.

Location of Work

All persons selected through this Request for Proposals process are required to work on-site at the department's office located at 445 Minnesota Street, Suite 200, St. Paul, Minnesota 55101 at the discretion of project leadership.

Background Check

The individual selected for this project must first pass a full criminal background check, including fingerprints. The background investigation and fingerprinting will be conducted by the BCA, and the MN.IT @ DPS reserves the right to decline any contractor's staff accordingly. The selected individual(s) from this RFO process will be required to complete and submit the Background Investigation forms to the BCA within a designated time period which will be defined and provided to the individual should the individual be selected to advance in the selection process. Contractor companies are responsible for the cost of the background check as charged to the BCA by the FBI. Payment (\$24.25) is due upon submission of the background packet for processing.

Submission Format

The proposal should be assembled as follows:

Cover Page:

Vendor Name

Vendor Address

Vendor City, State, Zip

Contact Name for Vendor

Contact's direct phone/cell phone (if applicable)

Contact's email

Resource Name being submitted

Overall Experience:

1. Provide narrative, including companies and contacts where your resource has demonstrated the required skills as previously noted. If pass/fail requirements are not met, the State reserves the right to discontinue further scoring of the proposal.
2. Points will also be awarded based on the preferred qualifications skills noted above. Provide one paragraph which highlights the resource's preferred qualifications noted above.
3. Attach a resume(s) for proposed resource(s) in addition to the narrative description. Be certain the resume has dates of work and notes whether the resource was an employee or consultant. Limit the length of the resume to no more than 5 pages.

4. Also include the name of 2 references who can speak to the resources work on a similar project. Include the company name and address, reference name, reference email, reference phone number and a brief description of the project this resource completed.
5. Separate cost proposal.
6. Conflict of interest statement as it relates to this project

Required forms to be returned or additional provisions that must be included in proposal

- a) Affirmative Action Certificate of Compliance (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/affaction.doc>
- b) Equal Pay Certificate Form (if proposals exceeds \$500,000, including extension options)
<http://www.mmd.admin.state.mn.us/doc/equalpaycertificate.doc>
- c) Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc>
- d) Certification Regarding Lobbying (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
- e) Veteran-Owned/Service Disabled Veteran-Owned Preference Form (if applicable)
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>
- f) Resident Vendor Form (if applicable)
<http://www.mmd.admin.state.mn.us/doc/residentvendorform.doc>

Proposal Submission Instructions

- Response Information:
 - Address the response to: Patrick Obele
 - Label the response "Attention: MNLARS Data Conversion Programmers Solicitation"
 - Submit via email to patrick.obele@state.mn.us
- Submissions are due according to the process schedule previously listed.
- **A copy of the response must also be sent to MNIT.SITE@state.mn.us for vendor performance tracking.**
- **You must submit an email with your response or email notification that you will not respond to MNIT.SITE@state.mn.us. Failure to do either of these tasks will count against your program activity and may result in removal from the program.**

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability

Indemnification

In the performance of this Contract by Contractor, or Contractor's agents or employees, the Contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the State, to the extent caused by Contractor's:

- a) Intentional, willful, or negligent acts or omissions; or
- b) Actions that give rise to strict liability; or
- c) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this Contract.

Disposition of Responses

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at: <http://mn.gov/oet/programs/policies/accessibility/>.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Preference

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference on state procurement to **certified small businesses** that are **majority-owned and operated by veterans**.

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation opening date and time.

If you are claiming the veteran-owned preference, **attach documentation, sign and return the Veteran-Owned Preference Form with your response to the solicitation.** Only eligible veteran-owned small

businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

Work Force Certification

For all contracts estimated to be in excess of \$100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency."

Equal Pay Certification

If the Response to this solicitation could be in excess of \$500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us.